



## LIBRARY OF VIRGINIA

Archives, Records, and Collections Services  
800 E. Broad St., Richmond VA 23219  
(804) 692-3600

## RECORDS RETENTION AND DISPOSITION SCHEDULE SPECIFIC SCHEDULE NO. 202-027

Library of Virginia  
Archives, Records and Collection Services  
Records Analysis Services

The schedule on the attached page(s) is approved with agreement to follow the records retention and disposition policies listed below:

### AGENCY APPROVAL

AGENCY HEAD OR DEPUTY

AGENCY RECORDS OFFICER

*Sandra H. Truaway*  
*Bethany Wolfe*

### STATE APPROVAL

STATE ARCHIVIST

COMPTROLLER OR DEPUTY

*Sandra H. Truaway*

EFFECTIVE SCHEDULE DATE: 4/18/2013

### POLICIES FOR RECORDS RETENTION AND DISPOSITION

1. This schedule is continuing authority under the provisions of the Virginia Public Records Act, § 42.1-76, et seq. of the Code of Virginia for the retention and disposition of the records as stated on the attached page(s).
2. This schedule supersedes previously approved applicable schedules.
3. This schedule is used in conjunction with the Certificate of Records Destruction (RM-3 Form). A signed RM-3 Form must be approved by the designated records officer and on file in the agency or locality before records can be destroyed. After the records are destroyed, the original signed RM-3 Form must be sent to Library of Virginia (LVA).
4. Any records created prior to 1913 must be offered, in writing, to LVA before applying these disposition instructions. Offered records can be destroyed 60 days after date of the offer if no response is received from LVA. A copy of the offer must be attached to the RM-3 Form when it is submitted to LVA.
5. All known audits and audit discrepancies regarding the listed records must be settled before the records can be destroyed.
6. All known investigations or court cases involving the listed records must be resolved before the records can be destroyed. Knowledge of subpoenas, investigations, or litigation that reasonably may involve the listed records suspends any disposal or reformatting processes until all issues are resolved.

7. The retentions and dispositions listed on the attached page(s) apply regardless of physical format, i.e., paper, microfilm, electronic storage, optical imaging, etc. Unless prohibited by law, records may be reformatted at agency or locality discretion. Microfilming must be done in accordance with 17VAC15-20-10, et seq. of the Virginia Administrative Code, "Standards for the Microfilming of Public Records for Archival Retention." All records must be accessible throughout their retention period in analog or digital format. Whether the required preservation is through prolongation of appropriate hardware and/or software, reformatting, or migration, it is the obligation of the agency or locality to do so.
8. Custodians of records must ensure that information in confidential or privacy-protected records is protected from unauthorized disclosure through the ultimate destruction of the information. Ultimate destruction is accomplished through shredding, pulping, burning, and overwriting or physically destroying media. Deletion of confidential or privacy-protected information in computer files or other electronic storage media is not acceptable. Records containing Social Security numbers must be destroyed in compliance with 17VAC15-120-30.
9. Under the Virginia Public Records Act, § 42.1-79, LVA is the official custodian and trustee of all state agency records transferred to the Archives, Library of Virginia. LVA may purge select records in accordance with professional archival practices in order to ensure efficient access.
10. Unless otherwise directed, files are closed out at the end of each calendar or fiscal year as appropriate. Retention periods start at that time.



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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Archival Receipts</u> This series documents the return of original records to the owning state agencies or localities at their request.	100418		Permanent, In Agency
<u>Archival Retrieval Requests</u> This series documents requests for retrieval or copying of archival records by owning agencies. This series may include, but is not limited to: Archival Retrieval Requests (RM-21 Form), correspondence, and telephone requests.	100419	10 Years after end of calendar year	Non-confidential Destruction
<u>Record Retention and Disposition Schedules</u> This series documents the creation of records retention and disposition schedules approved by the Library of Virginia. This series may include, but is not limited to: completed schedule, signed cover page, and Records Surveys (RM-19 Form). COV 42.1-82	100416		Permanent, In Agency
<u>Records Analyst's Work Papers</u> This series documents work on schedules and other assigned projects by records analysts. This series may include, but is not limited to: draft schedules, project files, and special assignments.	005423	1 Year after termination	Non-confidential Destruction
<u>Records Destruction Reporting</u> This series documents records destruction conducted by localities, state agencies, or the State Records Center to document the disposal of public records. This series may include, but is not limited to: Certificate of Records Destruction (RM-3 Forms) and tracking logs created to document forms received annually. COV 42.1-80; COV 42.1-86.1	005424	50 Years after end of calendar year	Non-confidential Destruction



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<u>Records Inventories</u>  This series documents inventories done by staff at the request of specific localities and state agencies. This series may include, but is not limited to: inventories to locate and identify records owned or stored by localities or state agencies. COV 42.1-80	005425		Permanent, Archives
<u>Records Officer Designations</u>  This series documents the designation of records officers or coordinators by agencies and localities. This series may include, but is not limited to: Records Officer Designation and Responsibilities (RM-25).	005427		Permanent, In Agency
<u>Records Oversight Committee (ROC)</u>  This series documents the activities and actions of the Records Oversight Committee (ROC), which is responsible for approving records retention and disposition schedules. This series may include, but is not limited to: minutes, incorporated agenda files, and draft schedules with notes as submitted to ROC.	100424		Permanent, In Agency
<u>State Public Records Advisory Council (SPRAC) Files</u>  This series consists of the minutes of the DEFUNCT (July 1, 2003) State Public Records Advisory Council (SPRAC). The Council was formed to provide guidance on public records to the State Library Board and to propose records management rules, regulations and standards. Refer to Code of Virginia 42.1-80 to 81. COV 42.1-80	100425		Permanent, In Agency
<u>Workshop Attendance Records</u>  This series documents training conducted by Records Analysis Services. This series may include, but is not limited to: registration and attendance information, sign in sheets, and course material.	005433	10 Years after end of calendar year	Non-confidential Destruction